

REQUIREMENTS

INTRODUCTORY SITE INSPECTION TRAINING (SI)

FACILITY REQUIREMENTS

1. Classroom Space

One classroom approximately 50×30 feet is required. The classroom should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed, one of these should be large enough to comfortably seat three instructors. The classroom should have adjustable lighting and adequate ventilation and electrical outlets.

2. Facility Access

ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure. The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact. Setup is usually scheduled for the day prior to the course start date.

3. Audio-visual Equipment

The classroom should contain the following materials:

- Screen for showing overhead transparencies and slides.
- One-half-inch VHS VCR with color monitor (minimum 19-inch diagonal).

These materials will be needed each day. If the materials are not available at the facility, please notify the course director so alternate arrangements can be made to ship these materials to the facility. These arrangements should be made in a timely fashion to ensure availability.

4. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

5. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

6. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTPT Training Registration 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map. In addition, please include the telephone number of the local chamber of commerce.

PARTICIPANT INFORMATION

This course is designed for personnel who develop, manage, supervise, or perform site assessment programs at hazardous waste sites or treatment, storage, and disposal facilities.

No more than 30 participants may be enrolled in each SI course. Any deviations in class size must be approved in advance by the course director. E RTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in E RTP courses should be directed to E RTP Training Registration (participants in EPA Regions 1, 6, and 8 should direct questions to the regional training contact).

The local contact should inform participants of the following course-related information:

- No special clothing is required; casual dress is encouraged.
- The course lasts 2 days.
- Classes begin at 8 a.m. on Thursday; the course ends at 5:00 p.m. on Friday. (The companion course, Introductory Preliminary Assessment Training, begins on Tuesday at 8:00 a.m. and concludes on Wednesday at 5:00 p.m.)
- To receive an EPA course certificate, 100-percent attendance is mandatory.

SHIPPING REQUIREMENTS

1. Facility Contact

The name and telephone number of the facility contact should be provided to E RTP Training Registration. The facility contact will be responsible for receiving a Federal Express shipment of approximately 12–14 boxes (this shipment is included with the course materials for the Introductory Preliminary Assessment Training Course). The boxes must be stored in a secured area for 1–3 days. Course instructors will require access to these materials at the time of course setup.

2. Equipment Delivery

All course materials are shipped via Federal Express. The physical address (if different from the mailing address), telephone number, and hours of operation for the facility must be provided to E RTP Training Registration so shipping arrangements can be made. Federal Express will not deliver to a post office box or leave materials after hours.

Equipment is usually delivered by 4:30 p.m. on the Friday before the course. The course director will verify whether the shipment has been received at the facility. E RTP staff will call Federal Express to trace the shipment, if necessary.

3. Shipping Equipment

Normal Federal Express pickup for materials being shipped back to the E RTP Training Center in Cincinnati, Ohio, is on Friday between 3:00 p.m. and 5:00 p.m. (This shipment is combined with the course materials from the Introductory Preliminary Assessment Training course.)